

**REQUEST FOR PROPOSAL
FOR ARCHITECTURAL AND ENGINEERING SERVICES**

I. Project

Orange Beach Recreation Complex Improvements

II. Project Summary

The City of Orange Beach, Alabama, is seeking qualifications from professional firms to provide architectural and engineering services for the purpose of reconfiguring, renovating, improving, and making additions to the Orange Beach Recreation Complex.

The City is expanding programming to coincide with the introduction of a new Orange Beach High School and Middle School to the community. The increased programming has created a need for capital improvements to the Recreation Complex at 4849 Wilson Boulevard, Orange Beach, Alabama, 36561, located adjacent to the Orange Beach Elementary School. Existing facilities in the Recreation Complex include a Community Center, Recreation Center, Tennis Center, Aquatics Center, and the “Camp Sunshine” Childcare Program Building. The City is hoping to add a second gym, to add an indoor turf room, and to move the childcare program from its current stand-alone building to the Recreation Center as a second story addition. The existing Recreation Center is also in need of some internal layout reconfiguration and general renovation, including roof repair. The relocation of the childcare program will also require relocation or construction of an enclosed playground with controlled access. Critical considerations will include security, parking, ingress and egress throughout the entire complex. The City desires an efficient design that minimizes reconstruction costs while maximizing the available space and utilizing existing facilities to provide a world-class amenity for the Orange Beach community. The design should facilitate phased construction in a sequence based on the City’s priorities.

The City hopes that the architectural and engineering professional selected through this process will be able to quickly produce design plans and guide the construction process for the second gym, which is an immediate need. If time becomes an issue, the City may opt to construct the second gym as a standalone project.

III. Request

The intent of this RFP is to have the firms under consideration specifically address the services required and provide the Owner with a well-considered request for those services. It is anticipated that an initial base contract will be negotiated with the successful firm as determined by the most qualified staff and best overall value to the City. The expectation is for the design firm to work closely with City staff in coordination and execution of the project. Additionally, other team members should be proposed to provide for management of the construction process, keeping in mind that having local team members is important to the Owner.

The Owner is looking for a “turnkey” approach, where the professional firm will provide the following services:

- 1) Overall layout of the Recreation Complex;
- 2) Interior layout reconfiguration of the Recreation Center, if necessary;
- 3) Schematic design documents;
- 4) Construction documents;

- 5) Assistance with the bid process, including attendance at the pre-bid conference and bid opening;
- 6) Construction administration;
- 7) Project close-out assistance and punchlist; and
- 8) Other services customarily furnished by an Architect and its consultants on similar projects.

IV. Consultant Qualifications

Project staff of the selected architectural and engineering firms must be experienced in all phases of the planning, design, and construction of similar public facilities; have extensive knowledge of the regulations governing the design, construction, and operation of such facilities in the State of Alabama; and have a proven capability to effectively and efficiently produce facilities consistent with and meeting the needs and goals outlined by the City of Orange Beach. The City is specifically interested in firms with previous recreation facility experience, but also in firms teaming to provide local knowledge and accessibility to the daily needs of the project.

V. Proposal Submission Requirements

Submittals shall be made on letter size paper with Table of Contents and digitally submitted according to Section IX, "Submission of Proposal Packages," in this document. Complete response to each of the following subsections is required.

A. Summary of Project Approach / Letter of Interest

Provide a cover letter providing a summary of the information contained in the proposal, including, but not limited to:

- 1) All firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms;
- 2) Personnel and their roles to be assigned to the Project with highlights of their experience on comparable projects;
- 3) Description of the percentage workload commitment of assigned staff that the City can expect on these projects;
- 4) Explanation of why your team is the most qualified to provide the requested services for this Project;
- 5) Summary of proposed and tentative Project Schedule including Design Deliverable Dates for Schematic, Design Development, and Construction Documents including duration of Construction Administration;
- 6) Proposed Design Fee Schedule inclusive of all related architecture/engineering costs.

B. Relevant Experience

Provide the following information about the proposed team's relevant experience:

- 1) Provide no more than ten (10) examples of past relevant work, including recreation facilities and other public buildings, as well as any other projects that demonstrate your team's experience;
- 2) List professional consultants outside your firm you propose as part of your team that will provide services not available in your firm. Provide no more than ten (10) total examples of any additional professionals documenting their work on similar projects;
- 3) Provide description of other relevant information which demonstrates the team's qualifications for the project;
- 4) Describe your team's experience with Construction Manager Agency project delivery method including the number of projects and description of experience(s).

C. Current Project List

Provide all projects your firm currently has in progress and the status of each. Include and identify those projects worked on by the proposed team members.

D. Comparable Past Projects

Provide a table, as shown below, listing the firm’s last three (3) comparable recreation facility projects, providing the following information:

	<i>Name & Address of Project #1</i>	<i>Name & Address of Project #2</i>	<i>Name & Address of Project #2</i>
Client Contact	<i>Name, Title, Current Email, Address, Phone</i>		
New Construction or Renovation			
Owner’s Total Initial Budget	\$	\$	\$
Total Project Cost	\$	\$	\$
Number of Change Orders			
Total Cost of Change Orders	\$	\$	\$
Date of Bid	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Scheduled Completion Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
Actual Completion Date	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

VI. Design Approach

Provide written and/or illustrative responses to the following requests for details about your firm’s design approach:

- 1) Describe in detail the process you will follow from schematic approval through approval of the final design. Provide Deliverable Dates from Notice to Proceed for each design phase (schematic, design development, and construction documents);
- 2) Describe the process by which you will inventory and document existing space, if needed;
- 3) Describe the process by which you will develop an architectural program and alternative schematic designs for a typical project;
- 4) Describe your approach to project design that will assure the functional, aesthetic, and quality requirements are satisfactorily addressed for new constructions, renovations, and additions.
- 5) Explain the management tools, techniques, and procedures your team uses to maintain the programming, planning, and design phase schedule;
- 6) Explain your team’s procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents;
- 7) Describe your team’s approach to maintenance considerations in the design process;
- 8) Explain how your team will control project cost to assure the project budget is not exceeded;
- 9) Describe steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase;
- 10) Explain how your team manages the process of clarification requests (RFIs), issuance of bulletin drawings, review of contractors’ cost proposals, review and justification of change orders, payment requests, final inspections, and project close-out documents; and
- 11) Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.

VII. Selection Process

The City of Orange Beach has appointed a Selection Committee comprised of City staff and Elected Officials. Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify (short list) those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions may then be scheduled with the selected firms to permit the Selection Committee to further evaluate each firm's qualifications and proposal.

Firms that make the short list will be expected to make a presentation to the Selection Committee that conveys their ability to innovate and guide our community in delivering world-class amenities. After interviews, the Selection Committee will complete their evaluation. City Staff will then work with the selected firm on contract terms, conditions, and fees, and then provide the contract to the City Council for approval. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

Any questions regarding the RFP should be submitted by email no later than April 9, 2018, at 5:00 P.M. (CDT) to Renee Eberly, City Clerk/Procurement Officer at reberly@orangebeachal.gov. If a question of general concern is asked by any firm with regards to this RFP, a copy of the written response will be sent to all firms who have emailed a question or emailed a statement of interest.

The tentative timeline for the selection process is as follows:

March 20, 2018	RFP Published and Distributed
April 9, 2018 @ 5:00 P.M. (CDT)	Deadline for Questions
April 13, 2018 @ 5:00 P.M. (CDT)	Deadline for Responses to Questions
April 23, 2018 @ 5:00 P.M. (CDT)	Proposal Submission Deadline
Late April/Early May 2018	Review of Proposals, Shortlist, Interviews, Selection

VIII. Evaluation Criteria

The criteria below will be used to evaluate firms for further consideration:

- 1) Specialized, appropriate expertise for this type of project;
- 2) Project team expertise and experience as well as current workload of firm's assigned personnel;
- 3) Design team's proximity to and familiarity with the City of Orange Beach area. Out-of-state firms are encouraged to propose, but include partnership with local professionals;
- 4) Design approach and demonstrated experience of innovative design solutions for projects of this type;
- 5) Ability to demonstrate successful experience in cost control and construction schedules;
- 6) Record of successfully completed projects without major legal or technical problems;
- 7) Compliance with format and content of proposal, as well as, inquiry and submission requirements;
- 8) Percentage fee for Design; and
- 9) Other factors that may be appropriate for this Project.

IX. Submission of Proposal Packages

Complete proposals shall be delivered in digital format by 5:00 P.M. (CDT) on Monday, April 23, 2018 to reberly@orangebeachal.gov.

Or if the document will be too large to email, then a usb flash drive may be delivered/mailed by the same deadline to:

City of Orange Beach
Attn: Renee Eberly, City Clerk/Procurement Officer
P.O. Box 458 / 4099 Orange Beach Boulevard
Orange Beach, AL 36561

X. General Terms and Conditions

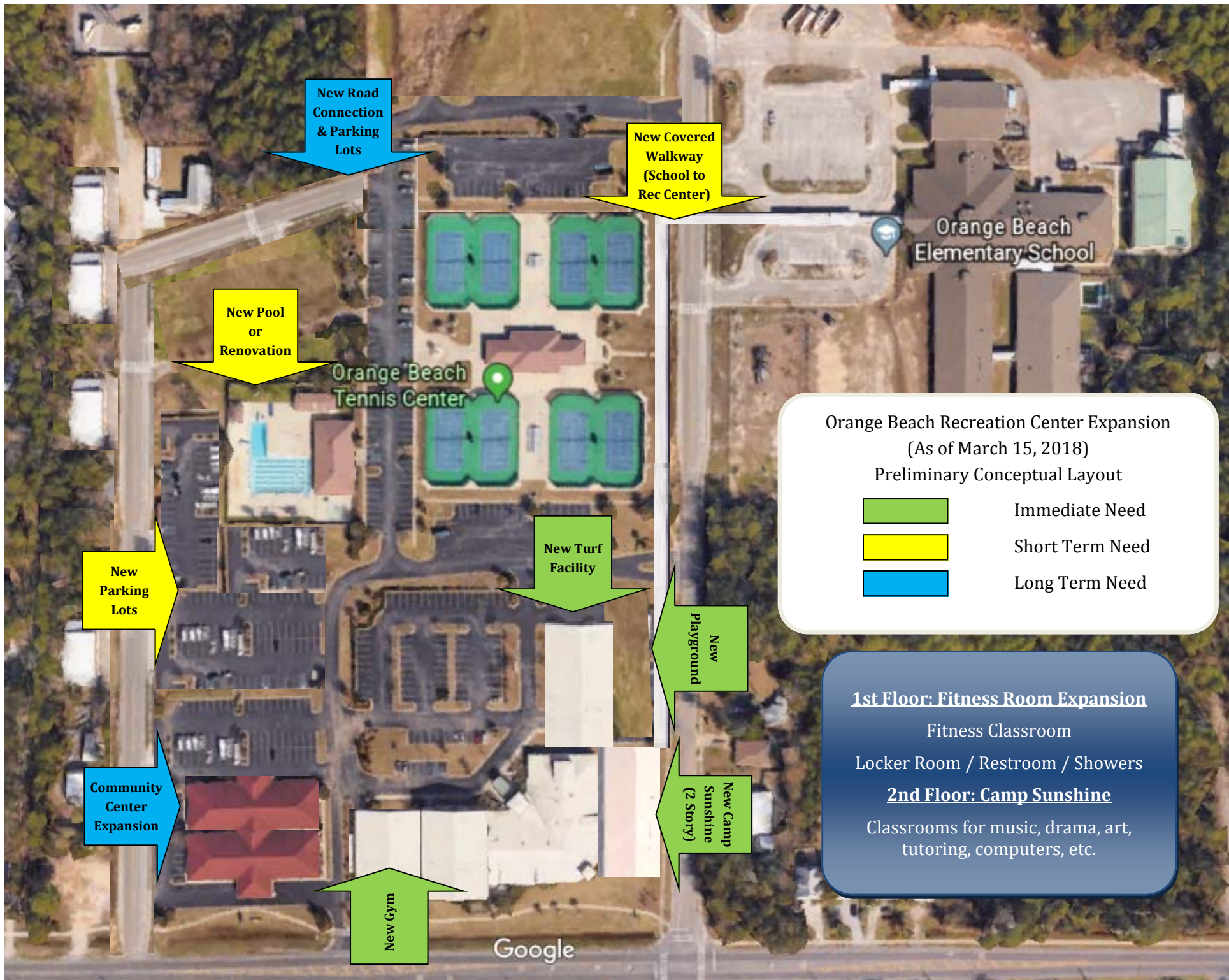
- 1) Respondents are requested to refrain from contact with ALL City elected officials and staff prior to a selection announcement, except as described here.
- 2) Any cost incurred by respondents in preparing or submitting a proposal for this RFP shall be the respondents' sole responsibility.
- 3) All responses, inquiries, or correspondence relating to this RFP will become the property of the City of Orange Beach when received.
- 4) The City of Orange Beach has sole discretion and reserves the right to reject any and all responses received with respect to this RFP and to cancel the process at any time prior to entering into a formal agreement. The City reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.



Orange Beach
Tennis Center

Orange Beach
Elementary School

Orange Beach Recreation Complex
Current Layout and Condition
March 2018



New Road
Connection
& Parking
Lots

New Covered
Walkway
(School to
Rec Center)

New Pool
or
Renovation

Orange Beach
Tennis Center

Orange Beach
Elementary School

Orange Beach Recreation Center Expansion
(As of March 15, 2018)

Preliminary Conceptual Layout



Immediate Need



Short Term Need



Long Term Need

New
Parking
Lots

New Turf
Facility

New
Playground

Community
Center
Expansion

New Gym

New Camp
Sunshine
(2 Story)

1st Floor: Fitness Room Expansion

Fitness Classroom

Locker Room / Restroom / Showers

2nd Floor: Camp Sunshine

Classrooms for music, drama, art,
tutoring, computers, etc.

Google