



**Request for Qualifications for
Devon Pool Bathhouse Renovations**

**Parks & Recreation Department
Capital Improvement Project – Parks**

January 9, 2017

**Response Due Date and Time:
*Friday, February 3, 2017
3:00 p.m., E.S.T.***

**Deliver to:
City of Upper Arlington
Parks & Recreation Department
3600 Tremont Road
Upper Arlington, Ohio 43221**

REQUEST FOR QUALIFICATIONS

Date: January 9, 2017
Local Authority: City of Upper Arlington, Ohio – Parks and Recreation Dept.
Project Name: Devon Pool Bathhouse Renovations
Response Deadline: Friday, February 3, 2017
Time: 3:00 p.m.
Location: 3600 Tremont Road, Upper Arlington, Ohio 43221
Number Copies: 4 hard copies and 1 electronic copy
Inquiries: Alan D. McKnight, Capital Projects Manager, Parks and Recreation Department. E-Mail - amcknight@uaoh.net

The City is now requesting a Statement of Qualifications from qualified firms interested in providing professional services including complete design construction documentation, and construction administration of the Devon Pool Bathhouse to include renovations and expansion of the restrooms, addition of a family restroom, renovations to the office space and addition of a concession stand. The selected firm will assist in determining the final scope of services and designs for the improvements. The estimated budget for the project is budget at \$1,000,000 and includes A/E services, permits, construction and other project related costs.

Scope of Services:

- Renovations to existing bathhouse to include: (existing bldg. is approx. 1300 sq. ft. no plans exist)
 - Proposed addition approximately 1500 sq. ft. – Final sq. ft. to be determined through design process.
 - Renovations of restrooms to meet current code. Will require additional fixtures and showers.
 - Addition of family restroom
 - Renovations of office space to include air conditioning
 - Addition of concession stand
 - Storage space
 - Demolition of existing concession stand
 - New shade structures for the pool deck
 - New deck furniture

DESIGN AND BID

The consultant will provide all necessary services to complete the design plans and specifications required to secure competitive construction bids. Review of the tabulation of bids received, as well as a recommendation for contract award will be required.

CONSTRUCTION MANAGEMENT AND INSPECTION

The consultant shall provide construction administration services to ensure that the contractor implements and performs all project construction related activities as planned and designed. This includes but is not limited to review of, RFI's, Shop Drawings, Change Orders and Pay Requests. The consultant is expected to assist the City to resolve any disputes that may arise during construction.

Preliminary Project Schedule:

- RFP for A/E services advertised January 9, 2017
- Proposals due February 3, 2017
- Council approval of contract February 27, 2017
- Notice to proceed to A/E March 15, 2017
- Construction Bids due July 21, 2017
- Last day of pool operation – August 15, 2017
- Construction Council approval August 28, 2017
- Construction notice to proceed September 5, 2017
- Project completion May 1, 2018

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Submittal Requirements

Proposals will be received by the City until **3:00 PM E.S.T. on February 3, 2017.**

Submit Proposal Package to:

**City of Upper Arlington
Parks & Recreation Department
3600 Tremont Road
Upper Arlington, Ohio 43221
Attention: Alan D. McKnight, Capital Project Manager**

Please be advised that failure to comply with the following criteria will be grounds for disqualification:

- Receipt of submittal by the specified date and time
- Adherence to maximum page limits
- Deposit of submittal in correct location (the City is not responsible for responses that are not received to the Parks & Recreation Department at 3600 Tremont Rd.)
- Prohibition against contact or communication with any elected official, representative, or employee of the City of Upper Arlington regarding this solicitation

or the type of work contemplated therein, unless otherwise provided for within subsequent instructions.

- Submittals are not returnable and will become the property of the City of Upper Arlington. Please be advised that once submitted, they become “public record” and are available to all for inspection and copying, upon request.

Proposal Format

A. Instructions for Preparing and Submitting Statement of Qualifications

1. Provide the information requested in the Statement of Qualifications (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Proposals shall be limited to ten (10) 8½" x 11" single sided pages plus four (4) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Statement of Qualifications Content

1. List the types of services for which your firm is currently qualified.
2. List significant sub consultants, if any, and their service categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection sub factors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

5. Provide a description of your Project Approach, not to exceed four pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Innovative ideas; 5) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of proposal. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Scoring will be done as follows:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Sub consultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25	See Note 5, Exhibit 1	
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager’s experience on similar projects and past performance.

Differential scoring should consider the relative importance of the project manager’s role in the success of a given project. The project manager’s role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any sub factors identified in the project notification should be weighed heavily in the differential scoring.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.

The differential scoring should consider the complexity of the project and any sub factors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the proposal.
5. The project approach will be scored on the overall approach proposed by the applicant. Special consideration will be given to the firm's ability and experience working on similar projects.

Questions, in writing, may be directed to Alan D. McKnight via email only at amcknight@uaoh.net.

Questions must be submitted prior to January 27, 2017 3 PM EST.